



UNITED STATES DISTRICT COURT DISTRICT OF OREGON

INTERNET CREDIT CARD PAYMENTS IN CM/ECF *Pay.gov*

Introduction

The Pay.gov Internet credit card payment module in CM/ECF allows Registered Users¹ to:

- Pay filing fees by credit card over the Internet
- Review Internet credit card transaction history

Pleadings that require a filing fee include notices of appeal and *pro hac vice* applications. Refer to the Schedule of Fees available at <http://ord.uscourts.gov/attorneys/information-for-attorneys> for current fee amounts.

System Availability and Requirements

The following cards are accepted: VISA, MASTERCARD, AMERICAN EXPRESS, and DISCOVER. Debit cards from the above-mentioned providers that do not require a Personal Identification Number ("PIN") code will also be accepted.

Pay.gov is available 24 hours a day except on Sundays from 2:00 A.M. to 6:00 A.M. Eastern Time.

The Pay.gov web site is best viewed at 1024 x 768 resolution using Internet Explorer 6.0 or higher.

Internet Credit Card Payment Process

CM/ECF events that require a fee will prompt the filer to indicate whether the fee has been prepaid, is to be paid during the event transaction, or has been waived, or whether the filer is exempt from paying the fee.

Indicate below whether the filing fee has been paid or if you are not required to pay the filing fee. If you are not subject to exemption or waiver and the filing fee has not been paid, you will be prompted to pay using pay.gov:

- ☐ I have already paid the filing fee.
☐ I have not yet paid the filing fee and would like to proceed using pay.gov.
☐ I have *in forma pauperis* status and the filing fee is waived.
☐ I am an Assistant U.S. Attorney and exempt from paying the filing fee.

Next

Clear

Filers who have prepaid the fee with the Clerk's Office will be able to bypass the Pay.gov module by selecting the radio button indicating that they have already paid the filing fee and inserting the receipt number for that payment when prompted. Filers on behalf of the United States and, where applicable, counsel for litigants proceeding *in forma pauperis* will also be able to bypass the Pay.gov module by selecting the appropriate, corresponding radio button.

¹ Registered Users are attorneys admitted to practice in this Court pursuant to [LR 83-1](#) and registered with the CM/ECF system pursuant to [LR 83-1\(e\)](#), and pro se litigants who have been granted permission by a judicial officer to electronically file documents pursuant to [LR 100-4\(c\)](#).

All other filers are required to pay the filing fee during the event transaction and will be presented with a screen that requires the cardholder name, address, and credit card information. The cardholder name, first address line, and zip code fields will, by default, display the values shown in the user's CM/ECF User Account. The payment amount field will be populated with the current fee.

In the following example of the Online Payment, Step 1 screen, the payment amount displays a \$455 Notice of Appeal filing fee:

Online Payment [Return to your originating application](#)

Step 1: Enter Payment Information 1 | 2

Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk *

Account Holder Name: *
 Payment Amount: \$455.00
 Billing Address: *
 Billing Address 2:
 City:
 State / Province:
 Zip / Postal Code:
 Country: United States
 Card Type: *
 Card Number: * (Card number value should not contain spaces or dashes)
 Security Code: [Help finding your security code](#)
 Expiration Date: * / *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

[Continue with Plastic Card Payment](#) [Cancel](#)

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

NOTES:

- Fields marked with an asterisk are required fields.
- The "Billing Address" is a required field that is pre-populated from the filer's CM/ECF User Account address information. This address can be changed by the filer and does not have to correspond with the credit card billing address. **Changing the billing address does not change the address in the filer's CM/ECF user account.**
- Do not use hyphens or spaces in the Card Number field when inserting payment information.
- Click the "Continue with Plastic Card Payment" button to move to the next Online Payment, Step 2 screen:

Online Payment [Return to your originating application](#)

Step 2: Authorize Payment 1 | 2

Payment Summary [Edit this information](#)

Address Information	Account Information	Payment Information
Account Holder Name: Irene Attorney Billing Address: 12345 Main Billing Address 2: Suite 99 City: Portland State / Province: OR Zip / Postal Code: 97204 Country: USA	Card Type: Master Card Card Number: *****1118	Payment Amount: \$455.00 Transaction Date: 08/29/2011 19:00 and Time: EDT

Email Confirmation Receipt
 To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address: irene_attorney@gmail.com
Confirm Email Address: irene_attorney@gmail.com
CC: irene.assistant@gmail.com [Separate multiple email addresses with a comma](#)

Authorization and Disclosure
 Required fields are indicated with a red asterisk *

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. ☒ *

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

[Submit Payment](#) [Cancel](#)

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

- Carefully review the payment information. If changes are needed, click the [Edit this information](#) link.

- Complete the “E-mail Confirmation Receipt” fields to receive a Pay.gov confirmation message via e-mail.
- Select the “I authorize a charge to my card account for the above amount in accordance with my card issuer agreement” check box in the “Authorization and Disclosure” section to confirm the payment.
- Click the “Submit Payment” button to complete the payment process and finish the CM/ECF filing.
- The filing fee will be forwarded directly to the U.S. Treasury. The receipt number (referred to as the “Agency Tracking ID” on the e-mail confirmation) will be included in the docket text on the Notice of Electronic Filing (NEF).

WARNING!
Pressing the “Submit Payment” button more than once from the Online Payment, Step 2 screen will result in multiple transactions being processed.

Receiving a Transaction Receipt

To receive a transaction receipt for reconciliation with a credit card statement, filers must enter a correct and valid e-mail address in the “E-mail Confirmation” section on the “Authorize Payment” screen. This e-mail receipt (example below) displays Agency Tracking ID numbers that are needed to identify the transaction should a problem arise.

THIS IS AN AUTOMATED MESSAGE. PLEASE DO NOT REPLY.

Transaction Summary

Application Name: ORD CM ECF
 Pay.gov Tracking ID: 3FOGH102
 Agency Tracking ID: 0979-2540892
 Transaction Type: Sale
 Transaction Date: Aug 29, 2011 12:39:42 PM

Account Holder Name: Irene Attorney
 Transaction Amount: \$455.00
 Billing Address: 12345 Main Street
 Billing Address 2: Suite 99
 City: Portland
 State/Province: OR
 Zip/Postal Code: 97204
 Country: USA
 Card Type: MasterCard
 Card Number: *****1118

Payment History Reports

Fees paid through the Pay.gov module may be reviewed by the user by clicking on “Utilities” on the CM/ECF main blue tool bar and then selecting the “Internet Payment History” option from the menu. The user will be able to select the payments made for a specified date range as shown in the image below:

The screenshot shows the CM/ECF main menu with options: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The "Utilities" menu is expanded, showing "Internet Payment History". Below this, there is a date range selector with "From" and "to" fields. The "From" field contains "11/1/2011" and the "to" field contains "12/31/2011". Below the date fields are two buttons: "Run Report" and "Clear". To the right of these buttons is a checkbox labeled "Make these options my default." which is currently unchecked.

Payment Errors and Cancellation

Unsuccessful payments:

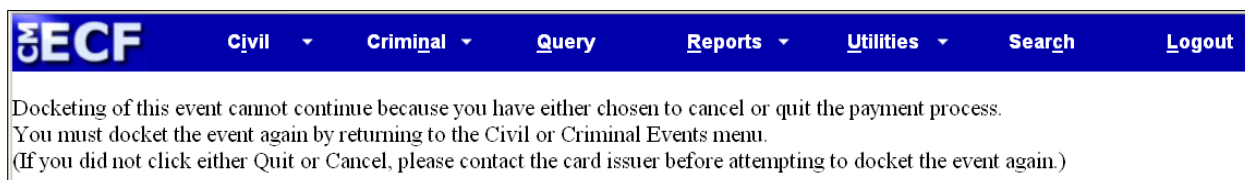
An error screen will appear if the processing of a payment is unsuccessful. Reasons for which the filer would receive an error message include:

- Missing Required Address or Credit Card Information
- Insufficient Funds
- Account Closed or Frozen
- Invalid Credit Card Number
- Failure to indicate acceptance of the Authorization and Disclosure agreement by not selecting the designated checkbox.

Filers will be given multiple opportunities within the transaction to insert valid payment information.

Canceling a transaction:

Clicking the “Cancel” button or the “[Return to your originating application link](#)” that appear on both the Online Payment, Step 1, and Online Payment, Step 2, pages will end the payment process and the event will not be docketed. If either of these options are selected, a display message will confirm that the payment process has been canceled and the event will not be completed.



Refunds:

The court has adopted a procedure (*See* Standing Order 2011-9) to refund erroneous or duplicate fee payments made online.

Users seeking a refund must file a written Request for Refund of Fees Paid Electronically in CM/ECF (sample document attached). The request must be in pleading form and include the name, address, and telephone number of the party requesting the refund.

Supporting documentation that includes a copy of the electronic payment receipt and a copy of the Notice of Electronic Filing (NEF) from the system transaction in CM/ECF during which the erroneous or duplicative payment was made must be attached to the refund request.

Upon receipt of the request and verification of the error, the U.S. District Court Finance Department will process the refund to the same credit card from which the erroneous payment was made and will record notice of such in the associated case docket in CM/ECF. Refunds will not be issued by check.

Sanction for Repeated Requests for Refunds:

In the event an attorney or law firm consistently errs when submitting fees, thereby causing repeated requests for refunds, the court may consider remedial action including an order to show cause as to why that attorney or law firm should not be barred from making future payments electronically.

Pro Hac Vice Applications

Out-of-state attorneys who are not registered to electronically file documents may:

- Direct local counsel to electronically file their application to appear *pro hac vice* and pay the requisite fee, or
- File their application to appear *pro hac vice* in paper form accompanied with the requisite fee.

Out-of-state attorneys who are already Registered Users are required to electronically file future *pro hac vice* applications and pay the requisite filing fee through CM/ECF and the Pay.gov module.

UNITED STATES DISTRICT COURT

DISTRICT OF OREGON

DIVISION

Plaintiff,

v.

Case No: _____

Defendant.

REQUEST FOR REFUND OF FEES
PAID ELECTRONICALLY

_____/

The following request for refund is made pursuant to this Court's procedures for refunding duplicate or erroneously paid filing fees that have been generated during the electronic filing of documents.

The reason for and amount of the refund request are as follows: *(Insert reason and amount requested.)*

Attached hereto is supporting documentation including a copy of the electronic payment receipt and a copy of the Notice of Electronic Filing (NEF) from the system transaction in CM/ECF during which the payment was made.

Dated: _____

Requestor's Name
Address
Telephone Number